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STATE	
MH12	MH Professional Licensing Waiver Request
MH5120	SB785 Client Assessment
MH5121	SB785 Client Assessment Update
MH5122	SB785 Client Plan
MH5123	SB785 Progress Notes/Day Rehabilitive Services
MH5124	SB785 Progress Notes/Day Treatment Intensive Services
MH5125	SB785 Services Authorization Request (SAR)
MH5126	SB785 Organizational Provider Agrmnt for Foster Children Placed Out of County
ADS	Alcohol and Drug
ABN_Form	Advance Beneficiary Notice Of Non Coverage
ADS001	Code of Professional Conduct for Drug & Alcohol Staff Acknowledgment
ADS002	<u>Title 22 Fair Hearing Rights</u>
ADS003_E	Notice of Personal/Civil Rights
ADS003_S	Notice of Personal/Civil Rights
ADS004	A ⁻ & D Counselors Statement of Acknowledgement of the Req. to obtain Cert. for Continued Employment
ADS005	Counselor Certifying Obligation
ADS006	Alcohol and Drug Services Agency Evaluation
ADS008	Substance Abuse Services Client Registration Form (CalOMS)
ADS009	Substance Abuse Services Client Episode Opening Summary (CalOMS)
ADS010	Substance Abuse Services Client Episode Closing Summary (CalOMS)
ADS011	<u>OAR Initial Review</u>
ADS012	<u>OAR Continued Review</u>
ADS013	Stay Review-Justification for Continuing Service
ADS014	Waiver of Drug Medi-CAL Admission Physical
ADS015	ADS Discharge Summary
ADS016	<u>Intensive Outpatient Criteria</u>
ADS017	<u>Outpatient Criteria</u>
ADS019	Residential Criteria
ADS020	Second Service on Same Day
ADS021	Social Model Residential Detox
ВОР	Business Operations
BOP001	<u>Travel Expenditures and Claim for Payment Instructions</u>
BOP002	<u>Jüstification For Out-Of-State Travel</u>
BOP003	<u>Visa Justification Statement</u>
BOP004	County Vehicle Log
BOP005	<u>Authorization to Submit or Approve Orders</u>
BOP006	<u>Purchasing Procedures Flowchart</u>
BOP007	<u>Purchase Request</u>
BOP008	<u>Incentive Cards - Distribution to Participants</u>
BOP009	<u>Incentive Cards - Log</u>
BOP010	<u>Incentive Cards - Inventory</u>
BOP011	<u>Purchase Request Routing Slip (Petty Cash purchases)</u>
BOP012	Petty Cash Transaction Form

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BOP	Business Operations
BOP013	Policy, Procedure and Form Request Form
BOP014	Policy, Procedure and Form Deletion Request Form
BOP015	<u>Business Card Order Form</u>
BOP016	Ink Stamp Order Form
BOP017	Name Plates Order Form
BOP018	County Vehicle Requisition
BOP019	Surplus Furniture Removal Memo
BOP020	<u>Travel Request</u>
BOP021	FPM Project Request Form
BOP022	Medi-Cal Certification Packet Approval Form
BOP023	Request for Cost Center Number
BOP024	Mode of Service Codes
CHD	Children's
CHD_INTER_E	Children's Interagency Authorization to Exchange PHI-English
CHD_INTER_S	Children's Interagency Authorization to Exchange PHI-Spanish
CHD002	Healthy Families Mental Health Response Form
CHD003	AB 2726 Financial Liability
CHD004	AB 2726 Assessment Plan
CHD005	AB 2726 Outpatient Service Plan
CHD006	AB 2726 Clinical Assessment Counseling
CHD007	AB 2726 Clinical Assessment Assaultive Behavior
CHD008	AB 2726 Clinical Assessment Residential
CHD009	AB 2726 Clinical Assessment Mental Status
CHD010	AB 2726 Clinical Assessment Fire setting
CHD011	AB 2726 IEP-Residential Placement Plan
CHD012	TBS Assessment
CHD013	TBS Risk Assessment
CHD014	TBS Referral
CHD015	TBS Notification to State DMH
CHD016	<u>Treatment Plan - Initial Authorization</u>
CHD017	<u>Treatment Plan - Subsequent Authorization</u>
CHD018	AB 2149 Intro Letter
CHD019	AB 2149 Special Incident Reporting
CLK	Clerical
CLK003	Scheduling Template
CLK004	Schedule Change Request
CLK006	Physician Request Form
CLP	Clinical Practice
CLP001	Client Payment Agreement
CLP002	Client Episode Summary (CSI)
CLP003_E	Initial Contact (CSI)
CLP003_S	Initial Contact (CSI)-Spanish
CLP004	Periodic Data (CSI)
CLP005	Pre-Assessment Screening Survey
CLP006	<u>CDI-Universal</u>

Appendix: Forms Index by Program (10/09)

	DBH Forms
CLP	Clinical Practice
CLP007	<u>CDI-Cal Works</u>
CLP008	<u>CDI-Conrep</u>
CLP009	<u>CDI-JJOP</u>
CLP010	<u>CDI-Correction Invoice</u>
CLP011	Adult Clinical Assessment
CLP012	<u>Client Resource Evaluation</u>
CLP013	Adult Psychiatric Evaluation
CLP014	Child/Adol Psychiatric Evaluation
CLP015	Child/Adol Clinical Assessment
CLP016	<u>Physical Assessment</u>
CLP017	Client Recovery Evaluation (Annual)
CLP018	Request to Waive Consumer's Responsibility to Pay for Medication
CLP019	<u>Care Necessity</u>
CLP020	Psychological Testing Referral
CLP021	Healthy Homes Assessment
CLP022	<u>Dīagnosis Form</u>
CLP024_E	<u>Client Recovery Plan</u>
CLP024_S	<u>Client Recovery Plan-Spanish</u>
CLP025	<u>Discharge Summary</u>
CLP026	ATMS-Abnormal Involuntary Movement Scale
CLP027	<u>Interdisciplinary (ID) Notes</u>
CLP028	Service Team Actions
CLP029_E	<u>Care Giver Affidavit</u>
CLP029_S	<u>Care Giver Affidavit-Spanish</u>
CLP030	Request for Verification of Veterans Status for Mental Health Services
CLP031	Consent and Auth. to Exchange Confidential Info. Re: Veterans Status
CLP035	Medication Support Services Client Plan
COM	Compliance
COM001_E	<u>Authorization for Release of Protected Health Information (PHI)</u>
COM001_S	Authorization for Release of Protected Health Information (PHI)-Spanish
COM002	Sample Fax Cover Sheet
COM003	Code of Coduct Acknowledgement
COM004_E	DBH Notice of Privacy Practices and Acknowlegement Form
COM004_S	DBH Notice of Privacy Practices and Acknowlegement form-Spanish
COM005	Advance Directive Acknowledgement
COM006	Certification Review Hearing-Waiver of Presence
COM007	Sensitive Chart Form
COM008	<u>Treatment Authorization Request-Adult</u>
COM009	<u>Treatment Authorization Request-Child</u>
COM010	<u>Treatment Re-Authorization Request-Adult</u>
COM011	Treatment Re-Authorization Request-Child
COM012	Index of Confidential Information Released
COM013_E	Consent of Outpatient Treatment
COM013_S	Consent of Outpatient Treatment-Spanish

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COM	Compliance
COM014_E	Medical Care Authorization for Minor
COM014_S	Medical Care Authorization for Minor-Spanish
COM015_E	Consent for Sound & Photographic Recordings
COM016_E	Consent To Record And/Or Photograph And Auth. For Use Or Disclosure Eng
COM016_S	Consent To Record And/Or Photograph And Auth For Use Or Disclosure-Span
COM018_E	Advance Directive Notice (Client)
COM018_S	Advance Directive Notice (Client)-Spanish
COM019	<u>Delegation of TX Consent</u>
COM020	<u>Conflict of Interest Disclosure</u>
COM021_E	Access to Medical Records Request
COM021_S	Access to Medical Records Request - Spanish
COM022_E	Response to Request to Access Medical Records
COM022_S	Response to Request to Access Medical Records - Spanish
COM023_E	Request to Amend Protected Health Information (PHI)
COM023_S	Request to Amend Protected Health Information (PHI) - Spanish
COM024_E	Response to Request to Amend Protected Health Information (PHI)
COM024_S	Response to Request to Amend Protected Health Information (PHI) - Spanish
COM025	Internal Tracking of Request to Access Medical Records
COM026_E	Release of Info: Patient's Right of Access to His/Her Own Medical Record-English
COM026_S	Release of Info: Patient's Right of Access to His/Her Own Medical Record - Spanish
COM027	<u>Oath of Confidentiality</u>
COM028_E	Advance Health Care Directive Brochure
COM028_E COM028_S	Advance Health Care Directive - (Spanish) Brochure
COM028_E COM028_S CUL	Advance Health Care Directive - (Spanish) Brochure Cultural Competency
COM028_E COM028_S CUL CUL002	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request
COM028_E COM028_S CUL CUL002 CUL003	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form
COM028_E COM028_S CUL CUL002 CUL003 CUL004	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006 HR007	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure Dress and Grooming Acknowledgement Form
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006 HR007 HR008	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure Dress and Grooming Acknowledgement Form DBH Intra Department Transfer (IDT) Form
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006 HR007 HR008 HR009	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure Dress and Grooming Acknowledgement Form DBH Intra Department Transfer (IDT) Form Borrowed Position Requisition
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006 HR007 HR008 HR009 HR010	Advance Health Care Directive - (Spanish) Brochure Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure Dress and Grooming Acknowledgement Form DBH Intra Department Transfer (IDT) Form Borrowed Position Requisition Property Return Checklist
COM028_E COM028_S CUL CUL002 CUL003 CUL004 CUL005 CUL006 CUL009 HR HR001 HR002 HR003 HR004 HR005 HR006 HR007 HR008 HR009	Cultural Competency Translation Request Outside Vendor Services Request Form Outside Vendor Cost Report Initial Contact Log Interpretation Service Request Contract Language Services Log Human Resources Position/Justification Form Waiver Request Cover Letter Pre-Lic MFT/MSW Stmt of Awareness of Need to Obtain Licensure for Continued Employment Overtime Autorization Form Unpaid Leave Due to No Proof of License or Registration Pre-Lic/Out-of-State Licensed Ready Psychologists Stmt of Awareness to obtain Licensure Dress and Grooming Acknowledgement Form DBH Intra Department Transfer (IDT) Form Borrowed Position Requisition

	DBH Forms
HR	Human Resources
HR013	DBH New Hire Welcome Letter
HR014	<u>Tuberculosis Screening Confirmation Form</u>
HR015	<u>Volunteer Services Program Request Form</u>
IT	Information Technology
IT002	Information Technology Systems Development Service Request
MDS	Medical Services
MDS001	<u>Ouarterly Physician's Cabinet Inspection</u>
MDS002_E	<u>Medication Consent Form</u>
MDS002_S	Medication Consent Form-Spanish
MDS003	Verbal/Telephone Consent for Administration of Psychotropic Medication Form
MDS004	<u>Letter to Parent-Legal guardian Juvenile Detention Template 1</u>
MDS005	<u>Letter Requesting Psychotropic Medication Template 2</u>
MDS006	ATert Sheet for Allergies
MDS007	Outpatient Medication Record
MDS008	Medication Visit (ID Note)
MDS009	Medication Only Cases Log
MH12	Mental Health Professional Licensing Waiver Request
PR	Patients' Rights
PR001	Patients' Rights Office Grievance Appeal Form
QM	Quality Management
QM001	<u>Chart Audit Tool</u>
QM045	Mode of Service/Procedure Code Change Form
QM046	State Pre-Audit Chart Review Audit Tool
QM047_E	Change of Provider Request Form
QM047_S	<u>Change of Provider Request Form</u>
QM048_E	Request for Second Opinion
QM048_S	Request for Second Opinion
QM049	Mental Health and Alcohol and Drug Services Agency Evaluation
QM050_E	<u>Grievance Form</u>
QM050_S	<u>Grievance Form</u>
QM051_E	<u>Appeal Form</u>
QM051_S	<u>Appeal Form</u>
QM052	<u>Ouality Assurance Review of Unexpected Deaths</u>
QM053	<u>Unusual Occurance/Incident Report</u>
QM054	Clinic Supervisor Chart Audits
QM055	Program Manager Chart Audit
QM056	<u>Ouality Assurance Audit At Annual Point</u>
QM057	Medication Monitoring Questionaire
QM058_E	NOA-A
QM058_S	NOA-A
QM059_E	NOA-B
QM059_S	NOA-B
QM060_E	NOA-C
QM060_S	NOA-C

	DBH Forms
QM	Quality Management
QM061_E	<u>NOA-D</u>
QM061_S	<u>NOA-D</u>
QM062_E	<u>NOA-E</u>
QM062_S	<u>NOA-E</u>
QM063	MHS 902 Clinic Log
QM064	Research Information Letter & Application Forms
QM065	Research Table of Contents
QM066	Research Application Face Sheet
QM067	Research Agreement
QM068	Research Resources, Risks, and Support Form
QM069	Research Informed Consent
QM070	Research HIPAA Compliance Assurance
QM071	Research Application Checklist
QM072	Research Review and Approval Tracking Form
QM073	Reporting Unit Set -Up Form (Cert)
SFT	Safety
SFT005	<u>Kīln Safeguards</u>
SFT006	<u>Kīln Checklist</u>
SFT039	Safety Report Concern - Contact Sheet
SFT047	<u>Investigation of Workplace Incidents, Occupational Injury/Illnesses & Hazardous Exposure</u>
SFT050	Bomb Threat Checklist
SFT051	<u>LSC Posting</u>
SFT052	HIPAA Baseline Privacy & Security Walk-through Audit
SFT053	Emergency Action Plan (EAP)
SFT054	Medical Waster Program
SFT055	Hazard Communication Program
SFT056	Fire Drill Reports Guide
TRA	Training
TD 4 0 0 4	

Training Coordination Request

LEPP Agreement Form

TRA001

TRA002